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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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January 5, 2017
NOTICE OF JOB VACANCY
#17-05

An opportunity currently exists in the classified service within the Department of Law and Public Safety, Juvenile Justice Commission, Office of Parole & Transitional Services, for current State employees, with one-year continuous permanent service in the competitive division who meet the minimum requirements specified below:

TITLE: Secretarial Assistant 3, Non-Stenographic

SALARY: \$39,457.23 - \$55,413.51

LOCATION: Northern Regional Satellite Office
100 Hamilton Plaza, 6th Floor
Paterson, New Jersey 07501

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Assistant District Parole Supervisor, demonstrates a general working knowledge of Juvenile Parole & Transitional Services policies and procedures; keeps the Regional Supervisor and/or Assistant District Parole Supervisor abreast of issues and developments relevant to the office and works cooperatively to maintain and enhance the goals of the Office of Juvenile Parole & Transitional Services; utilizes technology and resources to assist in caseload assignments by inputting case-related information, and distributes relevant reports; maintains the current filing system and files for each juvenile released/pending release to the Office of Juvenile Parole & Transitional Services; prepares memos, letters, reports, and recommendations of a confidential nature; maintains files for each parolee in adherence with overall Juvenile Justice Commission policy and practice; answers questions from and forwards information to internal and external customers; does other related duties.

REQUIREMENTS

EXPERIENCE: Three (3) years of experience in secretarial and administrative clerical work.

NOTE: Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

If you possess the required experience and are interested in the above position, please send a cover letter (including job vacancy number) and current resume before the closing date of January 19, 2017:

***Juvenile Justice Commission
Office of Human Resources- Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107
or email to: jjcrecruitment@jjc.nj.gov***

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.